



Organizing Systems, Inc. Code of Ethics

At Organizing Systems, Inc., we believe that honesty, integrity and fairness are essential and critical to our success. We are committed to the following values, moral principles and ethical standards. Organizing Systems, Inc. expects its principals, employees and subcontractors to behave according to this Code in all transactions and relationships.

It is our policy to:

1. Conduct business in compliance with all federal, state and local laws, and respect all public officials and their positions.
2. Comply with all applicable disclosure and government reporting requirements.
3. Be honest, act in good faith, not knowingly misrepresent facts.
4. Refuse to engage in fraud, deception, dishonesty, or any activity or practice that could be damaging to the public or destructive to the environment.
5. Recuse ourselves from situations that compromise our integrity or put our reputation at stake.
6. Respect the dignity of each client and never profit from a client's loss.
7. Divulge any situation that presents a conflict with the interests of our clients or prospective clients.
8. Honor our clients whose trust we hold, by doing our best to provide expert advise and professional guidance.
9. Always act in the interest of the client, unless doing so violates a law or this Code of Ethics.
10. Only undertake projects that we expect to complete with professional competence, or based on the intention to acquire the necessary competence.
11. Truthfully disclose information about our services and qualifications.
12. Not perform or offer to perform any associated services for which we are not qualified.
13. Refer clients to fellow professionals when specialized expertise is needed to best serve clients, or when our effectiveness is in doubt.
14. Use a written contract, whenever possible, that specifies the services to be performed, limitations of services, and fees.
15. Ensure that a project can be completed in a timely and professional manner prior to formalizing a client agreement.
16. Observe all commitments, contracts, and services schedules.
17. Inform clients about any matters affecting or the completion of a project, and be forthcoming about any risk, delays or deficiencies, even if the conclusions may unfavorably impact the contract.

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18. Maintain and protect the privacy and confidentiality of any client information to which we may have access.
19. Not divulge confidential client information to anyone except the client without the client's consent, except where it may affect the safety of others or violates the law.
20. Not take unfair advantage of professional relationships or exploit others for business, political or personal gain.
21. Not use proprietary information obtained from the client to advance our own interests.
22. Cooperate with fellow professional organizers and treat them with honesty and respect.
23. Give or receive payment for a referral only when professional service is provided.
24. Provide a fair salary for our employees and subcontractors.
25. Treat vendors, suppliers and subcontractors as we would expect to be treated.
26. Negotiate thoughtfully and fairly with our vendors and suppliers, and pay bills promptly.
27. Install and use only properly licensed software on our systems and our clients' systems.
28. Decline social situations that might result in embarrassment or loss of objectivity.
29. Strive to continuously improve ourselves personally, develop and enhance our professional expertise, and share our knowledge and experience with others.
30. Safeguard the interests of Organizing Systems, Inc., and restrict company property from personal use.

This Code of Ethics is intended to guide our day-to-day conduct, and to assist with decision making. It will be reviewed and revised periodically to maintain balance and as ethical issues arise.